

CIA INTERNAL USE ONLY

Approved For Release 2003/04/17 : CIA-RDP80-01826R000100130006-5

17 July 1962

MEMORANDUM FOR: Acting Chief, Personnel Operations Division  
FROM : Special Assistant (Career Management)  
SUBJECT : Annual Report -- 1 July 1961 - 30 June 1962

Report of Progress:

A. Categories of Personnel (Formerly Career Staff)

STAT  published. Career Services were notified of personnel eligible for Career Employee status. Coordination of Agency records was made and Heads of Career Services were advised of the results.

B. Management Development Program

1. The Management Development Committee continued to hold weekly meetings.

2. The roster reflecting the status of all JOT's and former JOT's was revised as of 30 December 1961. Copies were furnished the Chief, Plans Staff for his report to the DD/S.

C. Fitness Report Program

1. The review of fitness reports continued. Approximately 125 were forwarded to the SA/D/Pers for his information and/or action.

2. Statistical analyses were made of the performance ratings. Copies were furnished the Chief, Plans Staff for his report to the Director of Personnel.

3. Delinquent fitness report lists were furnished the operating components on a timely basis.



STAT